




STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

April 6, 2011

To: Location & Surveys Staff

From: Charles W. Brown, PE, PLS   
State Location & Surveys Engineer

Subject: Pers 2011-2 Revised  
Damage to State-Owned Equipment

It is the policy of the NC Department of Transportation that any preventable accident or incident which results in damage to state-owned assets shall be considered as unacceptable job performance. Any accident or incident which results in the loss or destruction of that asset, or in funds being expended to repair or replace that asset, is subject to disciplinary action. This includes any damage to vehicles, survey equipment, or any other state-owned asset.

I recognize that people in this Unit may be placed in situations where absolute knowledge of the surroundings is virtually impossible. With consideration of the surroundings and possible negligence in actions, and the degree of damage to the vehicle, I have the authority to determine the appropriate level of discipline to be applied. This may include anything from a documented counseling session for the first incidence, up to and including dismissal. As such, any accident resulting in vehicular damage will result in, at minimum, a documented counseling session, as has been this Unit's policy in the past.

Please note that any accident is preventable, and we as employees of Location & Surveys and NCDOT should take every reasonable precaution in ensuring the safety of ourselves, others, our equipment, and our environment.

Failure to notify Unit management (Group Leader, Regional Engineer, Asst. Unit Head, and/or Unit Head) at the earliest possible opportunity regarding any accident or incident which results in damage to state-owned assets will also be considered as unacceptable job performance and is subject to the same disciplinary action as defined above.

Thank you for your cooperation in implementing this procedure. Please do not hesitate to contact me with any questions or comments.

CWB

**MAILING ADDRESS:**  
NC DEPARTMENT OF TRANSPORTATION  
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**LOCATION:**  
CENTURY CENTER COMPLEX  
BUILDING B - ENTRANCE B4  
1020 BIRCH RIDGE DRIVE  
RALEIGH NC 27610  
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